



Request for Organizational Prior Approval (OPAS) - Budget Deviations for Equipment Acquisition

Request Date: _____
 Principal Investigator: _____
 Department: _____
 Project Title: _____
 Sponsor: _____
 Proposal #: _____ Project #: _____

90 Day Pre-Award Costs (New/Continuation)	
Requested period of performance under OPAS:	_____ to _____
Anticipated award period to be funded by Sponsor:	_____ to _____
Anticipated Award Amount:	_____

Pre-Award Budget	
Salaries	
Fringe Benefits	
Equipment	
Travel	
Supplies	
Tuition	
Other Direct Costs	
Total Direct Cost	
Indirect Costs (F & A)	
Total Cost	

Budget Deviation			
From (Budget Category/Acct Code)	Amount	To (Budget Category/Acct Code)	Amount
Total		Total	

Justification: See Pages 2 & 3

Departmental Guarantee for Pre-Award Spending Authorization**	
PI Signature _____	Date _____
Dept Approval _____	Date _____
OCG Approval _____	Date _____

Speed type _____
 **If confirmation cannot be obtained from the sponsor regarding anticipated funding, your Contract and Grant Administrator will contact you to obtain a non-sponsored speed type. In the event that an award is not received, direct costs will be borne by this speed type.

*As authorized under 2 CFR Part 215 (OMB Circular A-110), the University has expanded authority to approve the above action on most federal grants or federal flow-through agreements on behalf of the Federal Government.

Organizational Prior Approval System (OPAS) – Budget Deviations for Equipment Acquisition

Available on the OCG website: <http://www.colorado.edu/VCResearch/research/index.html>

Federal grant awards normally allow the University, through OCG, to internally approve certain budget deviations. For example, the University can usually approve unbudgeted permanent equipment (\$5,000 or more per item) purchases. However, each award must be reviewed for specific limitations or restrictions.

OPAS forms can be used only for federal grants or federal flow-through subaward agreements and NOT for federal contracts or other non-federal awards. Contact Ted Jobe for information regarding property/equipment acquisitions, regardless of cost, on federal contracts or other non-federal sponsored awards.

Budget deviations that require the use of this form must be approved prior to the expenditure of funds.

Primary Purposes of OPAS Form-Budget Deviations for Equipment Acquisition

- Demonstrate that the University has a system in place to monitor unbudgeted research equipment acquisition activity on federal grants.
- Provide documentation that the budget deviations will not result in a change to the scope of work.

Instructions:

- Fill out the form completely – Do not leave blanks and enter NA where appropriate.
- PI signature and date required.
- Department Chair/Institute Director signature and date required on the “Department Approval” line.
- Email scanned copy of completed form to Ted Jobe at ted.jobe@colorado.edu.

If approved, OCG’s Director will sign this OPAS form and a copy of the approved form will be returned to the department/institute. A dated note will be added to the FileMaker Award Database that details the approval for reference.

EQUIPMENT JUSTIFICATION (COMPLETE ALL QUESTIONS)

- | | | | | |
|----|---|-----|----|-----|
| 1. | Is Sponsor approval required to acquire this equipment? | YES | NO | |
| 2. | Has OCG been provided with the Grant Officer’s approval if required? | YES | NO | N/A |
| 3. | Are funds available in the account code(s) you are moving funds from?
If yes, explain why funds are available in the account code(s) you are moving funds from to cover this equipment purchase. | YES | NO | |

- | | | | | |
|----|---|-----|----|--|
| 4. | When moving funds to Permanent Equipment Codes that are exempt from Facilities and Administrative Costs (F&A) (810100, 810200, 810300, 810700, 810800) from account codes that are subject to F&A, are the related F&A costs (account code 950100) also included? | YES | NO | |
| 5. | If funds are moving from salaries to Permanent Equipment Codes (810100, 810200, 810300, 810700, 810800), have you listed the fringe benefits associated with those salaries? | YES | NO | |

6. Provide a description and cost breakdown of **EACH ITEM** of equipment to be acquired.

7. Why wasn't this equipment included in the original budget?

8. Is this equipment currently available for use in the department/institute or at the University?

YES NO

9. Explain how this equipment is essential to the research project.

10. Provide a statement that this equipment will only be used for research and not general administrative purposes.

11. Does this equipment purchase, in any way, negatively impact the goals of this research project?

12. If the request is within 6 MONTHS of the end of the project, explain how such an acquisition, so late in the project, will directly benefit the project incurring the costs.

If additional space is needed for full explanation, attach additional pages as necessary.

If you have any questions related to this form, please contact Ted Jobe at 303-492-6440 or ted.jobe@colorado.edu